



# EDUCATIONAL SERVICES Community Facilities and Resources

<b>OFFICE USE ONLY</b>
Let Ref _____

## COMMUNITY HALLS AND SCHOOLS APPLICATION FOR LET

<b>1.0 PROTECTION OF CHILDREN ACT 2003</b> (Please complete if membership is open to age 18 years and under)
Do you comply with the Protection of Children Scotland Act 2003      Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a Child Protection Policy in place      Yes <input type="checkbox"/> No <input type="checkbox"/>
Have people recruited by you since 11 April 2005 into a childcare position under the terms of the Act (paid or unpaid) been vetted through Disclosure Scotland?      Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Where can you get more information? <a href="http://www.childprotectionnorthayrshire.info">www.childprotectionnorthayrshire.info</a> Alternatively contact: The Central Registered Body Scotland (CRBS) - Helpline : 01786 849777 or e-mail <a href="mailto:info@crbs.org.uk">info@crbs.org.uk</a></i>
<b>N.B.</b> Educational Services reserve the right to request your groups Child Protection Documents at anytime

### 2.0 DETAILS OF APPLICANT

Customer Name:	
Organisation:	
Age of applicant : (please tick)	<u>18 or Over</u> YES <input type="checkbox"/> NO <input type="checkbox"/> <u>25 or Over</u> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Applicants must be 18 or over to apply for lets. Applicants must be 25 or over to apply for lets which involve alcohol.</b>	
Address:	
Town:	Post Code:
Day Phone:	Evening Phone:
Email Address:	Mobile Phone:

### 3.0 REQUIREMENTS

Name of Hall or School :							
Room/Areas required (e.g Main Hall, Lounge):							
Do you require use of the kitchen (Please note a charge will be levied for exclusive use of kitchen) Yes <input type="checkbox"/> No <input type="checkbox"/>							
If YES, Please state purpose: _____							
<b>Frequency (✓)</b>							
Day of Week	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
	<b>Start Date</b>	<b>End Date</b>	<b>Start Time</b>	<b>End Time</b>			
Once Only <input type="checkbox"/>							
Weekly <input type="checkbox"/>							
Fortnightly <input type="checkbox"/>							
Monthly <input type="checkbox"/>							
Other Frequency Please list dates: _____							
Min Attendance			Max Attendance				
No of Chairs			No of Tables				

Layout	
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#### 4.0 LET TYPE

Let Purpose \_\_\_\_\_

Does your organisation mainly cater for disabled persons? Yes  No

Is your group operating as a constituted group Yes  No

Please select the option below which best describes the nature of your let:-

##### External Let Type

<input type="checkbox"/> Aerobics/Fitness	<input type="checkbox"/> Group Display/Performance	<input type="checkbox"/> Dog Training Club
<input type="checkbox"/> Dance Class Community	<input type="checkbox"/> Commercial Display/Exhibition	<input type="checkbox"/> Private Dog Training Class
<input type="checkbox"/> Dance Class Private	<input type="checkbox"/> Car Boot/Table Top Sale	<input type="checkbox"/> Out of School Care
<input type="checkbox"/> Voluntary Childcare/Playgroup	<input type="checkbox"/> Family Dance/Function	<input type="checkbox"/> Wedding Ceremony and Reception
<input type="checkbox"/> Private Childcare/Playgroup	<input type="checkbox"/> General Meeting	<input type="checkbox"/> Wedding Reception
<input type="checkbox"/> Slimming Classes	<input type="checkbox"/> Non Commercial Fete/Car	<input type="checkbox"/> NAC Out of School Care
<input type="checkbox"/> CLAD Staff Meeting/Training	<input type="checkbox"/> Boot/Table Top Sale/	<input type="checkbox"/> Training Day
<input type="checkbox"/> Sports Activity	<input type="checkbox"/> Coffee Morning	<input type="checkbox"/> NAC Department
<input type="checkbox"/> Leisure Activities	<input type="checkbox"/> Dance/Disco/Function	<input type="checkbox"/> CLAD Youth/Adult Class

##### Internal School Let Type

To prevent delay – the budget codes must be provided with each application

<input type="checkbox"/> Parent Council Meeting	<input type="checkbox"/> SQA Exams	<input type="checkbox"/> School Sports
<input type="checkbox"/> School General Meeting	<input type="checkbox"/> Statutory Parents Evening	<input type="checkbox"/> Parent Council Fundraiser
<input type="checkbox"/> School Dance or Function	<input type="checkbox"/> Extra Curriculum Activity	
<b>For NAC Applications Only</b>	*Account Code:	*Cost Centre Code:

##### Age Group of Attendees

<input type="checkbox"/> Pre-5 <i>Also complete Section 1</i>	<input type="checkbox"/> 21 years and under	<input type="checkbox"/> Over 60
<input type="checkbox"/> Youth (18 and under) <i>Also complete Section 1</i>	<input type="checkbox"/> Over 21 but under 60	

#### 5.0 BOOKING DETAILS

Will alcohol be sold or consumed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will there be a licenced bar?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name, address, telephone number of license holder: _____					
Are you intending to use/set up objects/equipment during your let? Yes <input type="checkbox"/> No <input type="checkbox"/>					
E.g. Inflatable Objects _____					
If yes, please describe the type of equipment _____					
Let for Commercial Gain	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Let for self-employed / self gain purpose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fundraising Event	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Profit to Charity? Name of Charity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Entry /Membership Fee/	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Charge/Fee	£	
Registered Charity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Charity Number		
Tickets to be sold	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticket Cost	£	
Let for Public Entertainment	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Music to be played	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type	Live <input type="checkbox"/>	Recorded <input type="checkbox"/>
Goods to be sold	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please Detail:		

#### 6.0 ADDITIONAL NOTES/REQUIREMENTS:

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I confirm that I have read the above details and verify that the information provided is accurate.

I confirm that I have read and understand the Terms and Conditions of Let.

I confirm that I accept responsibility for the let and will be liable for any invoices associated with this application.

I understand that the information North Ayrshire Council holds on me may be shared with other Council Departments or Public Service Organisations to improve the service provided in line with the Data Protection Act 1998.

PLEASE RETURN APPLICATION FORM TO:

Community Facilities and Resources  
Educational Services, 4<sup>th</sup> Floor,  
Cunninghame House  
IRVINE, KA12 8EE

Signed: _____
Print Name: _____
Date: _____



**NORTH AYRSHIRE  
COUNCIL**

**APPLICATION FOR LET  
Conditions of Let – Please Read Carefully  
AND RETAIN FOR YOUR INFORMATION**

Cunninghame House, Irvine  
KA12 8EE  
Tel: 0845 230 1325

**GENERAL**

1. North Ayrshire Council is committed to Child Protection and observes the right to refuse lets on ground that group / lessee does not comply with the Council's policy on Child Protection.
2. Smoking is prohibited in all Council premises or facilities provided for community use by members of the public. "No smoking" signs will be displayed in all such premises to inform all persons that they must comply with the new smoking law. It will be the responsibility of the person who signed the let to ensure compliance with the legislation.
3. Charges and conditions of let may be subject to variation by the decision of North Ayrshire Council. In the event that new charges are introduced, they will apply to any previously booked/granted lets which have not yet been completed. In the case of serial lets, the new charges will apply to any part of the let not undertaken at the time of the introduction of the new charges.
4. All lessees shall observe such restricted letting period as may be determined by the Council from time to time, in addition to normal statutory holiday.
5. If the lessee fails to attend on the stated day and times specified on the application form, the let will be charged at the full rate. Such failure may also result in review of further lets for that organisation/group.
6. Where community halls and schools are let for the purpose of private gain by an individual or commercial organisation full economic rate will be charged.  
\*Educational Services reserve the right to request copies of groups' constitution and list of bearers.
7. An organisation having the use of a community hall or school will be required to meet the cost of additional cleaning which is required or making good any damage to or loss of property and/or equipment which occurs during their occupation of the premises, or results, directly or indirectly, from their use of the premises or equipment.
8. Organisations making use of the premises must accept full responsibility for any accidents, injury or damage to any person as a result of the activity carried on by them or which may occur as a result of their use of the premises. All such organisations must have sufficient insurance cover in place to meet this responsibility and shall produce the relevant insurance certificate to the Council on request.
9. North Ayrshire Council cannot accept responsibility for any loss of possessions, loss or damage to equipment or materials or for personal injury unless negligence by the Council can be established. Let holders are responsible for ensuring that personal possessions are adequately safeguarded.
10. Lets are not transferable and must be used for the purpose stated in the application form.
11. The person applying for the let is responsible for ensuring that the conditions of let are observed. The person supervising on the evening of the let must be specified on the application form and must report on the evening of the let where appropriate to the Caretaker or Janitor and sign the let record form.
12. Groups wishing a liquor licence must submit their application for let prior to the licence being applied for.
13. The lessee shall indemnify North Ayrshire Council against any claim arising out of breach or any infringement of the Copyright Act 1988 or the Performing Rights Society Agreement arising out of or connected with their let of the premises.
14. Special conditions may apply to the letting of the undernoted units and separate details may be required with each let application.  
Pitches; Play Area; Gymnastic Equipment; Dog Training Facilities; Playing Fields; Specialist Classroom Equipment; Kitchens; Cafeterias/Sereries.
15. No lets will be granted for any period after 1.00 am unless written permission has been received from the Director of Educational Services or his/her nominee.
16. Lessee's are advised that under the terms of the Public Entertainment's Licence issued by the Council, lets will not be granted for any event or activity which comprises a striptease or nude show, whether such a licence is required or not.
17. Special permission is required to have bar facilities in the hall/school and licensed events will comply with the regulations as agreed with North Ayrshire Council licensing Board and, as authorised by the District Court to the agreed limits of:  
- Lets finishing at 12 midnight – bar closed at 11.15 p.m. Patrons must vacate premises by 12.00 a.m.  
- Lets finishing at 1.00 a.m. – Bar closed by 12.15 a.m. Patrons must vacate premises by 1.00am.
18. Licenses must be displayed to the Janitors/Caretakers before the sale of alcohol commences and maintained on display for the duration of the selling period. The Janitor/Caretaker has a responsibility to enforce bar opening and closing times and to ensure the vacation of premises on time. The lessee shall comply with any reasonable requests or instructions given by the Janitor/Caretaker in this connection. It is the responsibility of the lessee to ensure that all necessary licences for a given type of function are granted and displayed for the duration of the function e.g.: Liquor, Second-Hand Dealer etc.
19. No nails, screws, tape or blutack shall be used to make fixings in structure, furniture or fittings of any hall/school unless special permission is given.
20. No additional fittings of stage curtains, drapes, props or decoration shall be carried out or introduced without the prior approval of the Director of Educational Services. Before approval can be given the lessee must confirm in writing that all material has been rendered fire proof.
21. Power supplies must not be interfered with in any circumstances. Where additional services are necessary, written permission from the Director of Educational Services will be required. The lessee is responsible for supervision of automatic cut out circuit breakers for all occasions where electrical equipment is used.
22. Sound amplification must be kept to the levels stipulated by the Janitor/Caretaker.
23. All property/equipment/unused supplies/unsold goods etc must be removed from premises immediately after an event or later with approval from the Director of Educational Services or his nominee.
24. The provisions of COSHH (Care of Substances Hazardous to Health 2002) Regulations must be adhered to. Lessees will seek advice from the relevant N.A.C Community Resource Officer, and shall comply with any instructions given.

**HEALTH AND SAFETY**

1. Smoking is prohibited in all Council premises or facilities provided for community use by members of the public. "No smoking" signs will be displayed in all such premises to inform all persons that they must comply with the new smoking law. It will be the responsibility of the person who signed the let to ensure compliance with the legislation
2. In the event of an accident within the premises the let holder supervisors must report the accident immediately to the Caretaker or Janitor and the accident report form, obtainable from the Caretaker or Janitor, should be completed and returned as specified on the form.
3. It is advisable that all groups, in co-operation with Caretaker/Janitor undertake a Fire Drill at least once each term. Members of each group must be aware of the method of exit from the building and the position of the Assembly Area after leaving the building. Groups are advised that the Janitor/Caretaker will conduct a Fire Drill from time to time and must co-operate therewith.
4. The let holder is responsible for ensuring that a safe and healthy environment is provided for participants and shall comply with all the relevant Health and Safety legislation and/or guidelines. Practical and physical education activities must be conducted in accordance with the appropriate code of practice for such activity and with the Council's Code of Practice. A copy of North Ayrshire Council's Code of practice must be inspected by arrangement with the Caretaker or Janitor.
5. All passageways and exits must be kept free and doors kept unlocked during the period of occupancy.
6. Tickets must not be issued nor persons admitted in excess of the capacity of the area of let. Advice on maximum capacity levels can be obtained from Community Facilities.
7. It is the policy of North Ayrshire Council that specialist activities can only be undertaken by suitably qualified persons endorsed by the appropriate national governing body e.g. British Amateur Gymnastics Association or Scottish Football Association.  
The Council advise that whilst lesser qualifications may be deemed suitable by lessees for such activities, all lessees are advised to note Council policy and ensure that adequate third party liability and professional indemnity insurance are in place.
8. Educational Services reserves the right to refuse use / set-up of apparatus, objects or equipment on the grounds of Health & Safety.

## BOOKING PROCEDURES: SCHOOLS

1. Applications will only be accepted from persons aged 18 years or over. Applications for events involving the sale or consumption of alcohol will only be accepted from persons aged 25 years or over.
2. A minimum of 14 days notice must be given when a let is requested.
3. When sporting activities are being conducted no outdoor shoes or black soled trainers will be permitted.
4. The granting of a "let" does not confer automatically the use of specialised equipment and facilities in school premises. Permission must be sought from the Facilities Letting Office, at the time of application without prejudice, and additional written permission may then be granted specifying the equipment and/or facilities, which may be used.
5. Certain educational premises may require to be licensed to allow performances where money or tickets exchange hands. If a public performance is intended it is important that the applicants indicate this clearly on the let form and the lessee shall be responsible for obtaining any licence necessary.
6. Booking times must be strictly adhered to. Where the building is already open for existing lets charges will be made for a minimum of 1.5 hours and for each additional ½ hour or part thereof. Where the building is required to be opened exclusively for one let, charges will be made for a minimum of 2 hours. Where use extends beyond the agreed end of let, an additional charge at the appropriate rate will be made.
7. Cancellations must be made in writing and will only be eligible for a refund if made 10 days prior to the event. Refunds are made at the discretion of the Council.
8. Serial lets must be booked annually in June when all groups will be advised by letter to book for the session. Serial lets will be accepted subject to the conditions, that should the premises be required for other individual events, these premises will be made available. At least one weeks notice shall be given of such events and where possible alternative accommodation will be found.

## BOOKING PROCEDURES: COMMUNITY HALLS

1. Applications will only be accepted from persons aged 18 years or over. Applications for events involving the sale or consumption of alcohol will only be accepted from persons aged 25 years or over.
2. A minimum of 14 days notice must be given when a let is requested.
3. Booking times must be strictly adhered to. Charges will be made up to the nearest half-hour and for a minimum of 1.5 hours and where use extends beyond the end of let, an additional charge at the appropriate rate will be made.
4. Cancellations must be made in writing and will only be eligible for a refund if made 10 days prior to the event. Refunds are made at the discretion of the Council.
5. Serial lets must be booked annually in December when all groups will be advised by letter to book for the following year. Serial lets will be accepted subject to the conditions, that should the premises be required for other individual events, these premises will be made available. At least one weeks notice shall be given of such events and where possible alternative accommodation will be found.
6. Lets will not be accepted more than 1 year in advance unless with special arrangement with the Head of Education Services or his/her nominee.
7. Kitchen and bar equipment must be cleaned after use, to the satisfaction of the Caretaker.
8. Certain educational premises may require to be licensed to allow performances where money or tickets exchange hands. If a public performance is intended it is important that the applicants indicate this clearly on the let form and the lessee shall be responsible for obtaining any licence necessary.

## SUPERVISION OF LET

1. Lessees holding events involving the sale or consumption of alcohol are required to provide, a ratio of one steward to fifteen guests with a minimum of five being available. Hirers must confirm at the time of booking that suitable stewards are available to supervise the let and provide details of these. The Educational Services may also request an informal interview with the organisers of the event.
2. The lessee will be responsible for the supervision of the let at all times to the requirements of the controlling officer, which in normal circumstances will be the Janitor/Caretaker.
3. The advice and instruction of the Janitor/Caretaker or appropriate officer must be strictly adhered at all times.
4. The Janitor/Caretaker or appropriate officer of the Council, after due consideration, has the right to close the doors and refuse admission to premises on the grounds of Health and Safety, crowd control etc.
5. The Janitor/Caretaker who, in normal circumstances, will be the controlling officer may at the end of a let, advise the lessee that additional cleaning will be required. The lessee will meet the cost of additional cleaning.
6. North Ayrshire Council reserve the right to refuse or cancel any hall or school application.

**North Ayrshire Council reserves the right in all cases to cancel or alter any of the conditions of let at the Council's discretion.**

**All charges are subject to alteration by North Ayrshire Council without requirements for notice to lessees.**

### **Cash Collection offices for payment of Lets: (North Ayrshire Council Invoice must be produced)**

### **Telephone Payments and Bookings (Please have your Invoice number available to quote)**

Local Office  
Lamlash  
Isle of Arran

Housing Office  
Townend Street  
Dalry

Community Facilities and Resources  
Tel : 0845 230 1325 

Local Office  
49 Stuart Street  
Millport

Local Office Services  
Greenock Road  
Largs

Local Office Services  
Vernon Street  
Saltcoats

Municipal Bank  
Cunninghame House  
Irvine